

# Public School 107X



## Parent Handbook

**2015-2016**

Public School 107X  
1695 Seward Ave  
Bronx, NY 10473

Community School District 8

Public School 107X

Ms. Katherine Hamm  
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Main Office (718) 860-8760

SCHOOL HOURS

**Monday – Friday**

8:00 a.m. – 2:20 p.m.

**Office Hours**

8:30am – 3:00pm

**Afterschool Programs**

ASPIRA .... 2:20pm – 6:00 pm  
DREAMERS... 2:20pm – 5:30pm  
HARMONY... 2:20pm – 5:15pm  
READ ... 2:20pm – 5:15pm

**Student Arrival**

- Classes start.....8:00
- Students arriving after 8:00 are late to school.

**Lunch/Recess**

Pre-Kindergarten	11:35am- 12:20pm (In the Classroom)
Kindergarten & 1 <sup>st</sup> Grade	10:40am- 11:35 am
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade	12:20pm- 1:20 pm
4 <sup>th</sup> & 5 <sup>th</sup> Grade	1:20pm- 2:20 pm

Dismissal.....2:20 pm

**ABSENCES**

If your child is ill and will be absent from school, please call 718-860-8760 and leave a message on the day your child will be absent. Please include: your name, child’s name, grade, teacher, number of days absent and the reason for the absence.

Each absence requires a note stating the dates and the exact reason for the absence signed by a parent or guardian. Excuse notes should be brought to school on your child’s first day back from the absence.

Every day of your child’s academic year is carefully planned to be part of the full educational experience. For this reason, please read the school and district calendars carefully. Please plan vacations when the schools are closed, and try to schedule non-emergency medical and dental appointments outside the school day. Please know that if you plan additional vacations for your children, such absences are considered unexcused.

## **ARRIVAL**

We count on all of our parents to help us observe established morning routines. It is the family's responsibility to get children to school on time. The first ten minutes of school set the tone for the entire day. Children who arrive ten minutes late each day will miss 50 minutes of instruction each week, and 30 hours of instruction over the course of the year. Please help us ensure your child's success by facilitating his/her timely arrival each school day.

Please review the following arrival safety rules with your children:

1. Walk into the assigned areas in school.
2. Do not linger on the front walk, waiting for friends.
3. Settle into the cafeteria or classroom, quickly and quietly.

## **BREAKFAST PROGRAM**

Breakfast is served from 7:20 – 7:50 for all students. On delayed opening mornings breakfast is not served.

## **BUS TRANSPORTATION**

Those students who are eligible for bus transportation will receive a metro card at the beginning of the school year. **Students who ride the school bus will be put on their bus everyday unless we have a written note from the parent.** Students may not ride any bus other than their own, without special permission from the bus company.

Please stress bus safety with your children. All students riding school buses are expected to wear their seatbelts while riding to and from school and all school activities. Please review the Message to Parents on the Use of Seatbelts and Frequently Asked Questions at the back of this Handbook for more detailed information regarding the use of seatbelts. Students must remain seated during the entire bus ride to or from school, and must refrain from getting up from the seat until the bus makes a complete stop. Students are expected to keep hands to themselves, and treat others with respect. The district will conduct periodic bus safety drills during the course of the year for all students.

## **STUDENT CONDUCT**

We believe in providing a school environment where students feel safe, comfortable and challenged to reach high academic standards. A copy of PS 107X PBIS and BLAST Student Conduct will be reviewed with all children at the beginning of the each school day, and will be sent home so you may also discuss it with your child.

## **CURRICULUM**

PS 107X's curriculum is aligned with the New York State Standards, New York City Standards and Common Core Learning Standards. Our K-2 students receive ELA instruction through the Core Knowledge Curriculum and Grades 3-5 receive ELA instruction using Expeditionary Learning. All students in grades K-5 receive Math instruction using GoMath.

Our teachers review the curriculum for parents at Back to School Night, which is scheduled for Tuesday, September 16 at 5:00pm until 7:00pm. We ask that you arrive promptly. Please do not hesitate to speak with your child's teacher if you have any questions about the curriculum.

## **DISMISSAL**

Dismissal begins at 2:20pm. In order for dismissal to go smoothly for everyone, we ask families to understand that the school gate or doors will not be opened before 2:15pm.

Grades K -2<sup>nd</sup> are dismissed from the auditorium at 2:20pm (during nice weather they are dismissed in the little yard). After they are lined up with their teacher, you may pick up your child. For your child's safety, the teachers will wait for an adult to pick up each child. Any children NOT picked up after 2:30 will be in the auditorium, where parents will be ask to sign the child out.

Grades 3-5 walkers and pickups will use the little schoolyard (unless there is inclement weather they are dismissed in the auditorium). The ASPIRA staff picks up children in grades K-1 from the classroom.

It is extremely important for classroom teachers to be notified in writing of any changes in dismissal procedures for your children. Please send your note first thing in the morning, so your request can be accommodated in a timely fashion. Please avoid calling the school after 2:00pm. To make changes in dismissal arrangements, except in cases of emergency. As you can readily imagine, the final hour of the school day is a busy one, and dismissal phone calls should be reserved for emergencies only to assure the safety of your child.

We thank you for your patience and support. We want the day to end on a safe and pleasant note for all of our children and families.

## **EARLY DISMISSAL**

With our dismissal time at 2:20 p.m. the following rules are in effect if you should need to pick up your child before the end of the school day:

1. Except in the event of an emergency, requests for early dismissal must be in writing, and should be presented to the teacher in the morning.

2. In the event of an early dismissal, parents must sign their children out in the main office. Your child will then be called to meet you.
3. A child may only be sign out by a parent or legal guardian, unless the parent requests otherwise in writing. Please ensure that those adults who have permission to pick up your child are written on the emergency information card.
4. Children can only be release to people that are 18 years or over for early dismissal.
5. Except in the event of an emergency, please refrain from signing out your child between 2:00-2:20pm.

## **SCHOOL EMERGENCY SITUATIONS**

**School Closing:** In the event of an unscheduled school closing (snow day), announcements will be made on the DOE website ([www.doe.nyc.gov](http://www.doe.nyc.gov)). For a complete listing of the media announcements of school closing please refer to or our school website at [www.ps107x.org](http://www.ps107x.org)

## **HEALTH INFORMATION**

To help keep children well, please keep in mind the following:

1. Be sure your child has enough sleep and has time to eat breakfast before the instructional day begins.
2. Keep your child home if he/she feel ill, has a stomach-ache, fever, rash, cold, sore throat, or earache. Please keep your child home until you get the results of strep tests, etc.
3. If your child has a communicable disease, please call the nurse at (718) 860-8760
4. Please notify the school and your child's teacher if your child has developed any allergies.

## **Medical Examinations/Screenings:**

Medication in school: Medication may only be administered by the school nurse, with a written request from the parent and a written order from the physician. Please see the nurse to receive the 504 form which the physician must complete. The medication must be given to the nurse in its original container, whether it is prescription or over-the-counter medication.

## **HOMEWORK**

PS 107X has a homework policy that applies to all elementary school children. You may also pick up a hard copy in the main office. In addition:

- It is expectation that every student will either read or be read to for a **minimum of 15 minutes** every night. Students must log their reading in their reading logs. Classroom teachers will set guidelines for their students and parents.
- Homework serves two purposes: practice and responsibility. Keeping that in mind children will generally have
  - ◆ Grade 1 - about 20 – 30 minutes
  - ◆ Grade 2 - about 35 – 40 minutes
  - ◆ Grade 3 - about 45 – 60 minutes
  - ◆ Grade 4 - about 1 – 1 ½ hours
  - ◆ Grade 5 - about 1½ – 2 hours

Suggestions for parents about homework:

1. Be interested in what your child is doing in school.
2. Set aside a consistent time and place for homework. Provide age appropriate reference and creative materials.
3. Communicate an understanding that homework is important.
4. Be available for support, but do not “do” the homework. Homework is an important tool do for the teacher to use to assess the students’ learning and plan future instruction. If your child is struggling contact your child’s teacher.
5. Check to see that homework is neat and complete.
6. Model positive habits – let your child see you reading, and discuss current events with him/her. Research tells us those children who eat daily meals (breakfast or dinner) with their families, and have time to communicate and discuss the lessons of the day, can often experience greater success in school.

Homework is important and integral to the instructional program. The homework policy supports meaningful and appropriate homework, holds students accountable for their assignments and has expectations for parental involvement.

It is also a valuable way to extend or enrich knowledge, particularly through reading or written assignments which foster verbal, written, visual and listening literacy.

- Homework assignments provide students with the opportunity to practice previously learned important skills and strategies.
- Homework provides opportunities to develop important life-long skills responsibility for own learning.

Good study skills

Organizational skills  
Respect for time limits  
Perseverance and resourcefulness

- Assignments will be sent out on a weekly basis
- Assignments are suitable to be completed independently, with minimal adult assistance.
- While focusing on high standards for all, we acknowledge that homework may need to be differentiated by:
  - Length of assignment
  - Level of difficulty
  - Type of directions
  - Method of writing assignment in planner
  - Home-School Plan
  - Recording of the assignment  
(Pencil, pen, computer, tape recorder)
  - Organizational Support
- Some assignment are designed to support parental involvement in learning:
  - Interviews
  - Collection of data at home
  - Projects
- Teachers on the grade level coordinate major assignments.
- We ask our families to make every effort to support homework at home.  
This includes providing for:
  - Appropriate location and time to complete homework
  - The tools and resources to complete homework
  - The organizational support to ensure homework is complete signed and placed in the book bag.
  - Encouragement and positive reinforcement.
- In evaluation homework, it is important for the teacher to be able to differentiate between effort, completion and understanding of content.
- Students are held accountable if homework is not completed. The student should be able to document and/or explain what he/she attempted, before abandoning the assignment. This supports resourcefulness and perseverance.
- A note from the parent stating that homework is incomplete due to a special circumstance is at times acceptable. This should include that date that the homework will be complete and submitted to the teacher. A repeated pattern of incomplete homework cannot be considered a special circumstance and indicates the need for intervention. This may include:
  - Conference with student
  - Written communication to parent

- Parent-Teacher conference
- It is important to us that we inform parents of their children's progress. Information is periodically sent home for review. This may include student work and/or assessments. We encourage parents to look out for and review all reports carefully and discuss them with their children. Parents should then sign and return the papers or cover sheet, if you have any questions or concerns, we urge you to send a note with specific concerns or to call the school, to set up an appointment. Grades will also be posted on our online grading system, log on information will be sent home by the end of September.

## **PS 107X Grading Policy 2015-2016**

**All students at Public School 107X are graded using a four-point scale.**

- 4- Exceeding the standards for the grade.
- 3- Meeting the standards for the grade.
- 2- Approaching the standards for the grade.
- 1- Not meeting the standards for the grade.

**The conversion of the four point scale in percentages is as follows:**

- 90%-100% - Exceeding the standards for the grade.
- 80%-89% - Meeting the standards for the grade.
- 70%-79% - Approaching the standards for the grade.
- 69%- 0% - Not meeting the standards for the grade.



### **Lunch Period**

The lunch period is a time for children to relax, eat a nutritious lunch, and talk. Students are encouraged to use a quiet voice as they chat with friends. Teacher assistants and Rocket Specialists assist children during the lunch period and children use the restroom as needed. At the conclusion of the lunch period staff member ask students to clean up after themselves, by throwing out their own trash, our two fingers up signal is used to ask for quiet and the need to listen for directions. We expect our children to demonstrate good citizenship in the cafeteria.

Unless the weather is poor, the temperature drops below 35° or the ground is wet, the children will play outside during recess. We expect our children to have a safe and enjoyable recess. Our expectations for Good Citizenship during lunch and recess are included in our PS 107X BLAST Student Conduct, and are reviewed with students as the beginning of the school year, as well as after vacations. We ask you to familiarize yourself with these expectations and discuss them with your child before signing the Code of Conduct. and returning it to your child's teacher.

## **PHYSICAL EDUCATION REQUIREMENTS**

1. Children are required to wear a sturdy laced sneaker with good arch support. Rubber soled shoes are adequate, nor are slip-on sneakers.
2. Comfortable clothes that fit and are not oversized are needed to move and participate safely. Layers are recommended.
3. Jewelry must be removed before class. All personal belonging should be left in classroom.
4. Safety is our first concern in and around the school, and especially in the gym and on the playing fields. Abide by all safety rules at all times – even when playing in our school yard.
5. If your child is unable to participate in PE class due to illness or accident, a note from home will excuse him/her from PE and recess for up to one week. A doctor's note is needed for longer periods. All notes must be given to the school nurse.

## **SAFETY**

The school staff is committed to ensuring a safe and secure school environment for our students. To this end, we have developed the following guidelines:

1. Students are not permitted to be in any area of the school unless they are under the direct supervision of school staff or have specific permission of appropriate staff.
2. All non-staff school visitors, including parents, must first report to the safety agents, or in their absence, to the Main Office. Please sign in, have identification available (e.g. driver's license), and obtain a pass to enter other areas of the school.
3. For safety reasons, students will be signed out and allowed to leave the building only with parents or contacts listed on the Emergency Contact Information Card. Please ensure that all adults who have access to your child are listed on this Emergency Contact card, and that any changes are undated in a timely fashion. Please also ensure that adults you designate as Emergency Contacts for your child come to the school with identification and are over the age of 18 years.
4. All students, parents, and visitors must use the main entrance.
5. In the case of a fire emergency, the signal to evacuate the building is a continuous sounding of the emergency alarm. Should you be in the school building during a drill, please follow the direction of the teacher.

## **STUDENT PROGRESS**

Formal report cards are issued quarterly, but teachers will report informally and more frequently monthly through Monthly Parent Communication Letters. **Parents have the**

**opportunity to attend three annual conferences- one in November 13, 2015, March 19, 2015, and May 13, 2015.** You are also encouraged to call to schedule a meeting concerning your child's progress, if you have any questions or concerns. Report cards must be signed by the parents or legal guardian and returned to the school promptly.

Becoming acquainted with your child's teacher is extremely important, and can best be accomplished through personal contacts and conferences. If you have a concern about your child's progress, always contact the teacher first. If the concern continues, additional resource personnel will work together to develop a plan for your child.

## **STUDENT SUPPORT SERVICES**

Our Student Support Services are caring and helpful professionals who support the social and emotional needs of our students. They hold friendship lunch groups, support positive conflict resolution, and oversee our mentor program. They are available to speak with and support children and their families.

The Instructional Support Team consists of teaching specialists who meet with teachers to develop strategies for challenging and meeting the academic needs of students.

PS 107X offers both inclusion and resource room support for special education students, as determined by the District's Committee on Special Education.

## **VOLUNTEERS, PARENT INVOLVEMENT**

Research confirms that families who are involved in their children's education promote greater academic success for their children. Parent support of educational programs also positively impacts all of the students in the school. There are many ways parents are involved at PS 107X. They:

- ✓ Make school an important priority
- ✓ Promote habits that ensure a happy, healthy child who is eager to learn
- ✓ Provide ongoing encouragement and positive reinforcement for learning
- ✓ Read with children daily
- ✓ Support completion of homework and projects
- ✓ Attend parent-teacher conferences and school events
- ✓ Volunteer to help at special events, or for one of our many PTA programs

- ✓ Serve on the School Leadership Team
- ✓ Serve on the School Safety Team
- ✓ Serve on the Parents As Literacy Partners Team
- ✓ Are guest readers
- ✓ Volunteer to read with students on a weekly basis
- ✓ Attend any parent workshops on the instructional program that are offered by the school.

If you are interested in volunteering, or sharing a special interest or talent, please speak with Ms. Diaz, Parent Coordinator or any of the PTA Executive board members, or contact the school.

### **PTA Meetings – 2014-2015**

Meetings are held in the cafeteria at 8:30 a.m. for further information please contact the PTA Executive Board Members or the school.

Monday, October 6  
 Monday, November 3  
 Monday, December 8  
 Monday, January 5  
 Monday, February 2  
 Monday, March 2  
 Monday, April 13  
 Monday, May 4  
 Monday, June 1

### **New York State Exams:**

<u>Grade</u>	<u>Name of Test</u>	<u>Administration Dates</u>
3 <sup>rd</sup> - 5 <sup>th</sup>	NYS ELA	April 14-April 16, 2015
3 <sup>rd</sup> -5 <sup>th</sup>	NYS Math	April 22- April 24, 2015
4 <sup>th</sup> Grade	Hands on Science	May 20 <sup>th</sup> – May 29 <sup>th</sup> , 2015
4 <sup>th</sup> Grade	Science Written Exam	June 1, 2015

As always, please don't hesitate to contact the school with any questions. You may always reach Ms. Diaz, Parent Coordinator, via e-mail at [adiaz32@schools.nyc.gov](mailto:adiaz32@schools.nyc.gov) or at 718-860-8760. We will be updating PS 107X's website throughout the year on

upcoming events and important information. We are looking forward to a really great school year